

ANNEX DD  
REQUESTS FOR A PRESIDENTIAL DECLARATION

A. PURPOSE

When the magnitude of events adversely affecting West Virginia exceeds the capabilities and resources of the State and its political subdivisions, the Governor may request the President declare an “emergency” or “major disaster”. Presidential declarations authorize Federal assistance under the Stafford Act (PL 93-288) and other Federal relief programs. This annex describes procedures for requesting Presidential declarations and identifies information necessary to support such requests.

B. CONCEPT OF OPERATIONS

1. A joint FEMA/State preliminary damage assessment (PDA) needs to be taken of the areas affected before a request for a Presidential declaration is considered or submitted.
2. A request for a Presidential declaration must be made by the Governor (see Appendices 1 and 2).
3. State agencies are responsible for furnishing the Governor, through the West Virginia Office of Emergency Services, data needed to support his request for a Presidential declaration.
4. An emergency declaration may be requested prior to a disaster’s actual occurrence in order to avoid or mitigate its effects. (Sample letter contained in Appendix 1).
5. A request for a major disaster declaration may be submitted only after a disaster has occurred and the Governor has implemented the State Emergency Plan. (Sample letter contained in Appendix 2)
6. In order to insure its expeditious processing, the Governor’s request for a major disaster declaration must include the following information:
  - a. Date and description of the event; political subdivisions affected by the disaster.
  - b. Data substantiating the disaster’s severity and magnitude, e.g., number injured, missing and evacuated; number of homes and businesses destroyed or damaged; damage to facilities providing essential public services.
  - c. Total estimated damages to each of the following sectors: public, agricultural and private, non-agricultural.
  - d. Actions taken or pending by State and local governments in response to the disaster.

- e. Statement that the situation is beyond the State's capabilities to effectively respond; specific shortages of State resources in terms of funds, material and technical/managerial personnel.
  - f. Certification of State and local government's obligations and expenditures for the disaster, specifying those for which no Federal reimbursement will be sought.
  - g. An itemized account of all requests for assistance made directly to Federal agencies under their own statutory authority.
  - h. Broken down by individual and public assistance categories, a statement of the extent and nature of Federal assistance needed by each affected political subdivision; estimation of total Federal funds required in each category.
  - i. List of political subdivisions for which this assistance is being requested.
  - j. Any other considerations in support of the request.
7. A request for assistance under the Individual and Family Grant Program, if not included in the request for a major disaster declaration, may be submitted prior to or subsequent to the President's declaration. This request must include:
- a. A certification that other assistance under the Act and from other means is insufficient to meet necessary expenses or serious needs of disaster victims.
  - b. An estimate of the number of disaster victims who have necessary expenses or serious needs and the basis for such estimate.
  - c. An estimate of the total Federal grant.
  - d. A commitment to implement a State administrative plan.
  - e. A commitment to identify specifically in the accounts of the State all Federal and State funds committed to the grant program.
  - f. A commitment to maintain close coordination with the Federal Coordinating Officer and provide him with such reports as he may require in order to insure proper program administration, including avoidance of duplication of benefits.
  - g. A commitment to implement the grant program throughout the major disaster area designated by the FEMA Administrator.
  - h. A certification that the State will pay its 25 percent share of all grants to individuals or families. If the State is unable immediately to pay its 25 percent share, the State may request an advance of Federal funds.

## C. TASK ASSIGNMENTS

### State

1. Following the Governor's implementation of the State Emergency Operations Plan, and activation of the state Emergency Operations Center (EOC), State agencies execute responsibilities, report actions taken/pending; and expenditures and obligations incurred to the Office of Emergency Services.
2. Agencies with damage assessment responsibilities submit expedient reports to the Office of Emergency Services.
3. The Office of Emergency Services has the following specific responsibilities:
  - a. Inform the FEMA Regional Director of impending or actual disaster.
  - b. Request FEMA send a Liaison Officer to the State EOC.
  - c. Verify initial damage estimates and commitments, coordinating with FEMA and local government representatives.
  - d. Assemble data and information required for the Governor's request and evaluate the need for a Presidential declaration.
  - e. Consult with FEMA Regional Director about eligibility criteria for Federal disaster assistance.
  - f. Inform the FEMA Regional Director of the State's intention to request a Presidential declaration.
  - g. Draft the Governor's request for a Presidential declaration.

## D. COORDINATION AND REPORTING

### State

1. State agencies continue to submit required reports to the Office of Emergency Services.
2. The Office of Emergency Services collates reports submitted by political subdivisions and State agencies for the Governor's use and coordinates the request submission with the FEMA Regional Director.

## E. AUTHORITIES AND REFERENCES

1. West Virginia Code, Chapter 15, Article 5 "Emergency Services"
2. Code of Federal Regulations, Title 44, Subpart B, "The Declaration Process"

ANNEX DD

REQUESTS FOR EMERGENCY AND MAJOR DISASTER DECLARATION

APPENDIX 1

EMERGENCY DECLARATION REQUEST

1. Sample Letter of Request for an Emergency Declaration
2. Forms for Estimated Requirements for Individual and Public Assistance
3. Format for Supplementary Justification
4. Supplementary Justification Request for a Snowstorm Emergency Declaration

GOVERNOR'S REQUEST FOR AN EMERGENCY DECLARATION  
(Suggested Format)

The President  
The White House  
Washington, D. C. 20500

Through:

\_\_\_\_\_  
(Name)

Regional Director  
Federal Emergency Management Agency  
Region III  
Liberty Square Building, 2<sup>nd</sup> Floor  
105 South Seventh Street  
Philadelphia, PA 19106

Dear Mr. President:

Under the provision of Section 501(a), of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended, as implemented by 44 CFR 206.35, I request that you declare an emergency for West Virginia as a result of (Type of incident; e.g., severe storms and flooding, hurricane, etc., or imminent threat of such occurrence). (Describe the specific incident, the time period involved and name the specific counties or political jurisdictions in the affected area(s). Indicate whether the incident is continuing and forecast termination of any continuing phenomena).

I have determined that this situation is of such severity and magnitude that effective response is beyond the capabilities of the State and the affected local governments and that supplementary Federal assistance is necessary to save lives and protect property, public health and safety, or to avert or lessen the threat of a disaster, which, because of the pressures of time or because of the unique capabilities of a Federal agency, can be more readily or effectively provided by the Federal Government. The applicable State and local capabilities have been or will be fully committed to cope with this emergency, without Federal reimbursement.

Specifically, I request the following supplementary Federal emergency assistance: (Provide an estimate of the type or nature and extent of Federal assistance required for each affected area, and when appropriate, attach Enclosures A and B.

I have designated \_\_\_\_\_ as the State Coordinating Officer for this request. He/she will work with the Federal Emergency Management Agency in damage assessments and may provide further information or justification on my behalf.

\_\_\_\_\_  
Governor's Signature

Estimated Requirements for Individual Assistance  
Public Law 93-288, as amended

County	Temporary Housing (Indicate Number)	Individual and Family Grants (Indicate Number and \$ Amount)	Disaster Unemployment Assistance (Indicate Number and \$ Amount)	Other
TOTALS				

Sample Format  
Enclosure B to an Emergency Declaration

Estimated Requirements for Public Assistance  
Public Law 93-288, as amended

CATEGORY							
County	A	B	C	D	E	F	
TOTALS							

Footnotes:     Estimates are to reflect total eligible costs.  
                    Add footnotes as appropriate to clarify these requirements

Enclosure B

FORMAT – SUPPLEMENTARY JUSTIFICATION  
STATE DAMAGE ASSESSMENT  
REQUEST FOR AN EMERGENCY DECLARATION

A. IMPACTS

1. General

Describe conditions within the area affected by the incident. Describe the population of the affected area (urban or rural; lower, middle or upper income level), average family income or per capita income in the affected area and the concentration of damages. Answer how the affected manufacturing and servicing businesses fit into the general economy of the area and any significant changes resulting from the damages caused by the incident. Also, furnish any additional information, such as insurance, on the impact of this incident on the general economy of this area.

2. Individuals

(To be provided only when individual assistance is requested, or when specifically requested by the Regional Director). Provide a statement describing the general and significant impacts to individuals, families and businesses caused by the incident and which are considered beyond local and State capabilities to cope without Federal assistance. Discuss factors and circumstances which would give an insight into the requirements for supplementary Federal assistance.

3. State and Local Governments

(To be provided only when public assistance is requested, or when specifically requested by the Regional Director). Provide a statement describing the general and significant impacts of damage caused by the incident and which are considered beyond State and local capabilities to cope without Federal assistance. This would show impacts on families or communities isolated as a result of the incident, interruptions of essential services and actual or potential problems to public health and safety.

B. AVAILABLE RESOURCES AND CAPABILITIES

1. State

Indicate if and when a State emergency has been declared and whether the State Emergency Plan has been implemented. Indicate the specific assistance provided—number of personnel and equipment, State departments involved and days of utilization, for which no Federal reimbursement will be claimed.



2. Local

Provide breakdown by affected county and by other potential applicants, tabulating the specific resources or capabilities which have been or will be committed to cope with the specific emergency conditions for which supplementary Federal assistance will not be requested, i.e., numbers of personnel and equipment, local departments involved, and days of utilization.

C. SUPPLEMENTAL FEDERAL ASSISTANCE REQUIRED

1. Public Law 93-288. (Provide appropriate details to clarify or explain the type and extent of Federal assistance requested specifically by the Governor in his request).
2. Other Federal Assistance, if any. (By supplementary notes, provide appropriate information to describe only the nature and extent of other supplemental Federal assistance required. Indicate how and why a Presidential declaration is needed to make such assistance available).

SUPPLEMENTARY JUSTIFICATION REQUEST FOR  
A SNOW EMERGENCY DECLARATION

Request Date/Time: \_\_\_\_\_

State: \_\_\_\_\_

GENERAL WEATHER SITUATION

	PRESENT	FORECAST	
		24 HOUR	48 HOUR
A. Storm Duration Start (time/date) End (time/date)	_____		
B. Snowfall During blizzard (inches)	_____		
C. Temperature (Average)	_____		
D. Temperature (Average)	_____		
E. Heights of Drifts (Average) Rural (feet)	_____		
F. Existing Depth of Snow on Ground Before Storm (inches)	_____		

SITUATION REPORT

- A. Geographic area(s) requiring Federal assistance. (Counties/Cities)  
\_\_\_\_\_
- B. Public Health and Safety:  
Deaths \_\_\_\_\_  
Injuries \_\_\_\_\_  
Evacuated \_\_\_\_\_  
In Shelters \_\_\_\_\_
- C. Impact on State transportation system in area(s) requiring Federal assistance:  
Estimated miles remaining closed (this storm)  
Interstate System \_\_\_\_\_  
Miles open to traffic \_\_\_\_\_  
State System \_\_\_\_\_

SUMMARY OF STATE AND LOCAL RESPONSES

- A. Date and time Governor declared a State of Emergency \_\_\_\_\_
- B. State Police involved in Emergency Operations (i.e., patrolling roads, emergency rescue, traffic control, etc.) in cooperation with local authorities (fire, police, rescue, etc.)
- C. Number of Personnel: \_\_\_\_\_  
State National Guard Activities: \_\_\_\_\_

1. Armories opened for shelters: Number (days) \_\_\_\_\_  
Duration (days) \_\_\_\_\_
2. Troops/equipment activated for security and traffic control and other health/safety missions:  
Number of Personnel \_\_\_\_\_  
Number/type of equipment \_\_\_\_\_  
Duration (days) \_\_\_\_\_
3. Troops and equipment activated for snow removal operations:  
Number of Personnel: \_\_\_\_\_  
Number/type of equipment \_\_\_\_\_  
Duration (days) \_\_\_\_\_
4. National Guard helicopters assigned for Search and Rescue:  
Number/type of equipment \_\_\_\_\_  
Duration (days) \_\_\_\_\_
5. Narrative summary of State Highway Department snow removal operations:  
(include estimated numbers and type of snow removal equipment working)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. A similar narrative summary of snow removal operations for each county requiring Federal assistance. (Provide a separate summary for each county and for each city over 25,000 population, not in a major metropolitan area).

REQUESTS FOR EMERGENCY AND MAJOR DISASTER DECLARATIONS  
APPENDIX 2  
MAJOR DISASTER DECLARATION REQUEST

1. Sample Letter of Request for Major Disaster Declaration
2. Forms for Estimated Requirements for Individual and Public Assistance
3. Form for Estimated Requirements for Other Federal Agency Programs
4. Governor's Certification
5. Supplementary Justification
6. Regional Disaster Summary
7. Sample Expedient Request for Major Disaster Declaration

GOVERNOR'S REQUEST FOR A MAJOR DECLARATION  
(Suggested Format)

The President  
The White House  
Washington, D. C. 20500

Through:

\_\_\_\_\_  
(Name)

Regional Director  
Federal Emergency Management Agency  
Region III  
Square Building, 2<sup>nd</sup> Floor  
105 South Seventh Street  
Philadelphia, PA 19106

Dear Mr. President:

Under the provisions of section 501(b), Public Law 93-288, as implemented by 44 CFR 206.36, I request that you declare a major disaster for West Virginia as a result of (Type of disaster, e.g., severe storms and flooding, hurricane, etc.). (Describe the specific incident, the time period involved, and name the specific counties or political jurisdictions in the affected area(s). Indicate whether the incident is continuing and forecast termination of any continuing phenomena).

The amount and severity of disaster-related damages are broken down by type and preliminary estimates follow:

Private Residential.....	\$ _____
Agricultural.....	_____
Public (State or local government).....	_____
Business .....	_____
Total .....	\$ _____

As a result of the situation I have directed the execution of the State emergency plan on (Date)\_\_\_\_\_. (If a State of emergency has been declared, indicate when and where applicable). I have also directed all appropriate action(s) under State law.

I have determined that this incident is of such severity and magnitude that effective response is beyond the capabilities of the State and the affected local governments and that supplementary Federal assistance is necessary. Preliminary estimates of the nature and extent of Federal assistance needed under Public Law 93-288, as amended, are tabulated in Enclosures A and B. Estimated requirements for Federal assistance from certain Federal agencies under other statutory authorities are tabulated in Enclosure C.

The following information is furnished on the extent and nature of State resources which have been or will be used to alleviate the conditions of this disaster: (Provide brief narrative giving pertinent

information. Include statement of actions pending or taken by state legislative and governing bodies with regard to the disaster).

I intend to implement the Individual and Family Grant Program as described in the enclosure. (If the State needs an advance of its 25% share, the following statements must also be included: I “certify that the State is unable to immediately pay its 25 percent share of the cost to implement the program and request that \$ \_\_\_\_\_ (estimate of State share) be advanced by the Federal Government. In order to repay this advance I will (describe the specific action to be taken to overcome the State’s inability to fund its share). I certify that the advance will be repaid as soon as funds become available; I anticipate that fund will become available by (date) \_\_\_\_\_.”)

Pursuant to Federal Emergency Management Agency regulations, I certify that the total expenditures and obligations for this major disaster for which no Federal reimbursement will be requested are expected to exceed \$ \_\_\_\_\_ in accordance with the table in Enclosure D.

I have designated \_\_\_\_\_ as the State Coordinating Officer for this request. He/she will work with the Federal Emergency Management Agency in damage assessments and may provide further information or justification on my behalf.

\_\_\_\_\_  
Governor’s signature

Enclosures

Sample Format  
Enclosure A to Major Disaster Request

Estimated Requirements for Individual Assistance  
Public Law 93-288, as amended

County	Temporary Housing (Indicate Number)	Individual & Family Grants (Indicate Number and \$ Amount)	Disaster Unemployment Assistance (Indicate Number and \$ Amount)	Other

Sample Format  
 Enclosure B to Major Disaster Request  
 Estimated Requirements for Public Assistance  
 Public Law 93-288, as amended

CATEGORY								
County	A	B	C	D	E	F	G	Total
TOTALS								

Footnotes: Estimates are to reflect total eligible costs before any cost.  
 Add footnotes as appropriate to clarify these requirements.

Enclosure B



Sample Format  
Enclosure C to Major Disaster Request  
Estimated Requirements for Other Federal Agency Programs

COUNTY	SBA HOME LOANS	SBA BUSINESS LOANS	FSA LOANS	NRCS	FHWA	DOE SCHOOL GRANTS	COE	OTHER

Footnotes: Provide number and amounts, as appropriate. Add footnotes, as appropriate, to clarify these requirements

Enclosure C

Sample Format  
Enclosure D to Major Disaster Request  
Governor's Certification

I certify that for this current disaster, State and local government expenditures and obligations will include the non-Federal share of costs required by PL 93-288, as amended. As stated in my basic letter, and based on information available at this time, tabulation of these estimated expenditures and obligations are as follows:

Category of Assistance	Amount	
	State	Local
Individual Assistance:		
Housing		
Individual & Family Grants		
Other (specify)		
Total		
Public Assistance:		
Category A – Debris Clearance		
Category B – Protective Measures		
Category C – Road Systems		
Category D – Water Control Facilities		
Category E – Public Buildings and Related Equipment		
Category F – Public Utilities		
Category G – Other (not in above categories)		
Total		
Grant Total		

Enclosure D

FORMAT – SUPPLEMENTARY JUSTIFICATION  
STATE DAMAGE ASSESSMENT  
REQUEST FOR MAJOR DISASTER DECLARATION

I. BACKGROUND

Provide brief narrative description of predisaster conditions, covering where applicable factors such as:

- General economic conditions in affected area(s)
- Income level(s) of affected persons
- Special language or ethnic considerations
- Availability of vacant housing in the affected area(s) into which homeless people could be placed
- Extent, types and provisions of insurance to cover losses and description of uninsured damages
- Unemployment
- Other relevant factors

II. IMPACTS

Provide a narrative description of impacts to document a clear picture of the magnitude and severity of the disaster as reflected by losses or damages, effects on people, and effects on State and local governments. The resultant hardships, economic and social consequences should be addressed. The following factors should be addressed only when applicable.

A. Significant Effects on People

- Deaths
- Injuries
- Missing persons
- Continuing public health and safety problems
- Extent of damages to homes
- Continuing occupancy of mass shelters
- Additional unemployment in the affected areas resulting from the major disaster
- Other significant personal property losses
- Extent, types, and provisions of insurance coverage of losses or damages (describe nature and extent of uninsured damages)

B. Significant Effects on State and or Local Governments

- Isolated families or communities
- Interruption of essential public services
- Search and recovery efforts
- Continuing public health and safety problems
- Extent, types and provisions of insurance coverage

- Loss of tax base
- Financial hardships
- Loss of governing capabilities (deaths or injuries to key officials, loss of records, etc.)

C. Significant Effects on Private, Non-Profit Organizations (Educational, Utility, Emergency, Medical, or custodial Care Facilities).

Same as II.B above

D. Significant Effects on Business

- Extent of disruptions in services or closings
- Extent of insurance coverage
- Financial hardships
- Employees
- Losses or damages to facilities or inventories and their importance to the area

E. Significant Effects on Agriculture

- Major crop/livestock losses
- Extent of insurance
- Financial hardship
- Losses of damages to facilities and their importance to the area
- Outlook for future plantings

F. Significant Factors not Otherwise Covered Under Paragraphs A through E

III. State Response

A. State

- (1) State Emergency Operations Plan (specific assistance provided as a result of this plan –number of personnel, equipment, State departments involved and days of utilization).
- (2) Other (detail on other State resources which have been or will be used). Also indicate disaster/emergency history within past 12 months.
- (3) Restrictions (indicate resources that cannot be used due to any type of restrictions such as State constitutional prohibitions or debt or borrowing limitations. Also indicate what steps have been taken by the Governor to remove or avoid the impact of such restrictions).
- (4) Financial Data (furnish information concerning the availability now of any State emergency fund money or money from the Governor's discretionary

funds. Provide general fund balance and status of applicable budgets for damage involved, e.g. road and bridge budget if State road and bridge damage is shown).

- (5) Hazard Mitigation (indicate any actions or plans currently underway. Where similar major disasters have been declared previously, discuss the status of hazard mitigation activities which resulted from the plans which FEMA reviewed).

## FORMAT – REGIONAL DISASTER SUMMARY

- I. Date of Request (Date of Governor's Request)
- II. Type of Disaster (as specified in Governor's Request)
- III. Locations (Areas listed in Governor's Request)
- IV. Probable Incident Period
- V. Assessment of Severity, Magnitude, and Response Capabilities. (Identify damage in areas that are sanctioned or cancelled by the flood insurance program).
  - A. Impact of Individuals
    - (1) Casualties. (Number dead, injured, hospitalized)
    - (2) Emergency Needs. (Number of families affected; number requiring mass feeding, shelter, utilities (water, sewer, heat, electricity), transportation, search and recovery; disaster relief organizations – American Red Cross, Salvation Army, Mennonites, Seventh Day Adventist, etc.; activity; local and State response; health and safety problems; unmet needs).
    - (3) Homes
      - (a) Impact: (Number of homes affected; destroyed, major or minor damage; single family, owner-occupied, multiple dwelling, mobile homes, etc.).
      - (b) Requirements: (Estimate of temporary housing requirement; cost).
      - (c) Response Capabilities: With or without Major Disaster Declarations. (Local, State, Federal assistance available).
    - (4) Individual and Family Grants. (Indicate probable requirement for this program. Distinguish the number and amount for the regular program from the number and amount listed for Limited Home Repairs).
    - (5) Business
      - (a) Impact: (Number and types affected – servicing, manufacturing, etc.; number employed, unemployed).

- (b) Requirements: (Number of loans and estimated cost; unemployment benefits, duration and estimated cost).
  - (c) Response Capabilities: (Amount of insurance coverage, SBA, US Department of Labor, etc.).
- (6) Agriculture
  - (a) Impact: (Number of farms affected; damage to farm buildings, equipment, crops).
  - (b) Requirements: (Cost to repair and/or replace losses).
  - (c) Response Capabilities: (Local, State, Federal assistance available).
- (7) As necessary, other forms of assistance, such as Disaster Unemployment Assistance (DUA, legal services and crisis counseling, should be addressed).

B. Impact on Public Facilities.

Provide a statement describing the general impact of damage by category. Discuss factors which would give an insight into the requirements of the affected areas. This would include families or communities isolated as a result of the incident, interruption of essential services and actual or potential problems to public health and safety.

Provide a statement describing the impact of damages to other public facilities not eligible for assistance under Public Law 93-288, such as Federal-aid systems, roads and public schools. In the case of schools, identify the uninsured damage.

ESTIMATES OF ELIGIBLE ASSISTANCE  
Public Law 93-288

CATEGORY	AMOUNT	
	STATE ESTIMATE	FEDERAL ESTIMATE
Emergency work	\$	
Debris Clearance		
Protective Measures		
Roads and Bridges		
Water Control Facilities		
Public Buildings and Equipment		
Utilities		
Parks, Recreational and Other		
TOTAL	\$	\$



VI. Summary: (Provide a summary of the estimated requirements for FEMA and other programs).

Public Law 93-288	Numbers	Dollars
Public		\$
DUA		
Housing		
408 Grants (Federal Share)		
OFA		
SBA Loans:		
Home/personal		
Business		
FSA Loans		
NRCS (Federal Share)		
Food Stamps/Commodities		
FHWA (FAS Roads)		
DOEd (Schools)		
COE (P.L. 84-99)		

Instruction: The Regional Disaster Summary is a detailed review of the assessment of severity, magnitude and response capabilities based on the results of an on-site investigation and/or damage assessment operations. The focus, especially for an emergency request, is placed on the unmet needs specified in the Governor's request. It should address the facts and circumstances as they have been disclosed and descriptive adjectives, opinions and subjective evaluation should be avoided. The Regional Disaster Summary should answer the basic questions:

- Where is the damage?
- What types of damage have occurred?
- How has the damage impacted the community?
- What resources are available?
- What assistance is needed?
- What assistance should be provided as the result of a declaration by the President of a major disaster?

## Regional Analysis and Recommendation

(Identify type of incident and incident period here. This portion is separate from the preceding summary).

### 1. Discussion

Critically examine the Governor's request with regard to the statutory requirements. This will include a determination of State and Local resources and capabilities, including applicable budgets. All of the available resources should be fully employed; however, they do not need to be exhausted. Discuss specifically State capabilities for satisfying the unmet needs for which supplementary Federal assistance is requested/recommended. Indicate specifically whether the Federal Government has unique capabilities for providing needed assistance that are not available from non-Federal sources.

Other information that may be included is the current disaster situation throughout the State plus the past experiences of the State and of the affected area. This includes incidents that resulted in declarations and denials as well as those which were not requested by the State.

This discussion should indicate the consequences of a denial as well as of a Presidential declaration.

2. Conclusion(s): (Present the conclusion(s) drawn from the above analysis of all relevant factors. The conclusion(s) should be brief and clear. The conclusion(s) arrived at should logically lead to the Recommendation).
3. Recommendation: (The recommended course of action must be in consonance with the conclusion(s) and be supported by the facts developed in the discussion).
4. Instruction: Value judgment plus subjective evaluation and analysis of the facts reported in the Disaster Incident Report and Regional Emergency Summary should be applied in developing the Regional recommendation.

ANNEX DD  
SAMPLE FORM FOR EXPEDITED REQUEST

STATE OF WEST VIRGINIA  
OFFICE OF THE GOVERNOR  
CHARLESTON, 25305  
(DATE)

The President  
The White House  
Washington, DC 2500

Through: \_\_\_\_\_ Name  
Regional Director  
Federal Emergency Management Agency  
Region III  
Liberty Square Building, 2<sup>nd</sup> Floor  
105 South Seventh Street  
Philadelphia, PA 19106

Dear Mr. President:

Under the provisions of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended, and implemented by 44 CFR Part 206.36, I request that you declare a major disaster for the State of West Virginia as a result of (\_\_\_\_\_  
\_\_\_\_\_) starting on (Date \_\_\_\_\_). As a  
result of this (\_\_\_\_\_) hundreds of homes and businesses have been  
destroyed or heavily damaged and (# \_\_\_\_\_) West Virginians have perished.  
(\_\_\_\_\_) are expected to continue through  
\_\_\_\_\_.

In response to the situation, on (\_\_\_\_\_), under State law, I issued a State  
of Emergency Proclamation for (Counties). On (\_\_\_\_\_) an additional (#) of  
counties were added: (Name counties).

I have requested a joint Preliminary Damage Assessment for (Date). However, with the  
continuing prediction of more severe weather, final completion of the damage assessment may  
be delayed.

I have determined that this situation is of such severity and magnitude that response is beyond  
the capabilities of the State and the affected local governments and that supplementary Federal  
assistance is necessary. I am specifically requesting Individual Assistance and Small Business  
Administration Disaster Loans. I further request you designate for Individual Assistance the  
Counties of (\_\_\_\_\_) (see attached data). Additional

counties will be requested as data becomes available. It is anticipated that a further request for counties to be designated for Public Assistance will be forwarded upon availability of additional damage data.

In addition, the following State and local resources have been committed to alleviate the conditions of this disaster: The State Division of Highways is restoring access and egress to affected areas as well as assisting in debris removal and the restoration of drainage systems. The West Virginia National Guard is assisting with emergency rescue and evacuation, transportation of emergency supplies and debris removal. The West Virginia State Police are assisting with traffic control, evacuation and security in the affected areas. The local governments in the affected areas have committed all resources at their disposal to alleviating the problems caused by this disaster. All state and local volunteer agencies are fully activated and assisting in the response activities, including American Red Cross, Salvation Army, volunteer fire departments and rescue squads.

I intend to implement the Individual and Family Grant (IFG) Program.

I certify that for this major disaster the State and local governments will assume all applicable non-Federal share of costs required by Public Law 93-288, as amended.

In accordance with 44 CFR 206.208, I request direct Federal assistance for work and services to save lives and protect property. Such assistance should include emergency debris removal, search and rescue, emergency medical care, emergency food and shelter, water, medicine, and other essential needs. It should also include the movement of supplies or persons as you deem warranted and in consultation with authorized representatives of the State of West Virginia, to the extent practicable.

Also, in accordance with 44 CFR 206.208, the State of West Virginia, to the extent allowed by the Constitution and laws of the State, will, with respect to direct Federal assistance:

1. Provide without cost to the United States all lands, easements and rights-of-way necessary to accomplish the approved work;
2. Hold and save the United States free from damages due to the requested work and indemnify the Federal Government against any claims arising from such work;
3. Provide reimbursement to FEMA for the non-Federal share of the cost of such work in accordance with the provisions of the FEMA-State Agreement; and
4. Assist the performing Federal agency in all support and local jurisdictional matters.

I have designated (Name) as the State Coordinating Officer for this request. He/she will work with the Federal Emergency Management Agency in damage assessments and may provide further information or justification on my behalf.

Very sincerely,

---

Governor  
State of West Virginia

Attachment – as stated

## PRELIMINARY RESIDENTIAL DAMAGE ESTIMATES (EXAMPLE)

[illegible]

These estimates do not reflect the total impact of the disaster because numerous other areas in the \_\_\_\_\_ declared counties are inaccessible due to high water and/or road and bridge washouts. Therefore, this preliminary assessment does not fully reflect the devastation that exists in the State. These estimates may not reflect the numerous residences that sustained minor damages or were affected.

Also, a number of businesses in the affected counties have ceased operation because of high water, loss of power, or lack of water because of water plant closures. Following a third storm on (\_\_\_\_ date \_\_\_\_\_) (#) of customers were without electrical power in the affected counties.